

# MEMORANDUM

STATE OF ALASKA  
Department of Transportation & Public Facilities  
Alaska Marine Highway System

Master's Action Circular: 11-004

To: Masters  
Chief Mates  
All Vessels  
Alaska Marine Highways

Date: Wednesday, August 03, 2011

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From: Captain David Jancauskas  
AMHS Senior Port Captain

Subject: **State-Owned, Vessel-Support  
Vehicle Use**

Greetings,

As a public entity, the Alaska Marine Highway System and its personnel must maintain high standards of ethical conduct and must be aware that we are constantly in the public eye. Standards of conduct include the fair and equitable use of public/private-owned transportation services (taxi or bus service) when attending or departing job assignments. State vehicles shall not unfairly compete with these carriers.

As a state agency we must ensure that we **ONLY** use State-owned vessel support vehicles for official use. Henceforth, the transportation of oncoming/off-going ships' personnel to airports or other locations in State-owned vehicles will not normally occur unless:

- *The transportation is for official use only*, and is advantageous to the State.
- Those personnel being transported are subject to transportation cost reimbursement (i.e. traveling on state business).
- Multiple personnel (at least 3 or more) are being transported.
- No private taxi or bus service is available.

As always if there are any questions please do not hesitate to call your respective Port Captain/Operations.

## DISTRIBUTION

cc:	Captain John Falvey, General Manager (email)	Capt. Michael Neussl, Deputy Commissioner
	Capt. Tony Karvelas Operations Manager (email)	
	Captain Dana Jensen, Port Captain (email)	
	Captain Claire fine, Port Captain (email)	
	Capt. Frank Almeida, Assistant Port Captain	
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